

SECTION 15.6: EMERGENCY SHELTERS

(Added by Ord. No. 3475, effective 7-30-15)

Purpose and intent

It is the intent of this chapter to provide for adequate development and operational standards to ensure appropriate housing and services for special needs populations are met.

Permit requirements and Operational Standards

Emergency shelters are permitted in the M-1 zone. Emergency shelters and shall be subject to the following conditions:

A. Permit Requirements.

1. Emergency shelters shall comply with all federal and California State licensing requirements.
2. Emergency shelters facilities shall comply with all applicable Uniform Building and Fire Codes, including maximum occupancy restrictions.
3. Maximum Number of Beds. No more than one hundred (100) beds shall be provided in any single emergency shelter. Shelters may exceed the maximum one hundred (100) bed limitation through a conditional use permit subject to approval by the designated approving authority. The maximum number of beds does not apply in situations of Countywide or statewide designated disasters or catastrophic conditions.
4. Parking spaces. One (1) vehicle parking space shall be provided per 5 beds. A covered and secured area for bicycle parking shall be provided for use by staff and clients, commensurate with demonstrated need, but no less than minimum of eight (8) bike parking spaces.
5. Waiting and intake areas: All waiting and intake areas shall be internal. The minimum size of each of these areas shall be 150 square feet.
6. Proximity to other facility: Each facility shall be a minimum of 300 feet apart from another facility.
7. Length of stay: The length of stay shall not exceed 6 months in a 12 month period.
8. Lighting: Lighting in or on an emergency shelter shall be stationary, directed away from adjacent properties and public right of ways, and of an intensity that is consistent with existing lighting in the neighborhood.

B. Operational Standards.

1. If a program includes a drug or alcohol abuse counseling component, appropriate State and/or Federal licensing shall be required.
2. The program shall identify a transportation system that will provide its clients with a reasonable level of mobility including, but not limited to, access to social services, housing and employment opportunities.
3. Emergency Shelters shall provide specific mechanisms for residents to contact social services.
4. The program shall include clear and acceptable arrangements for facility residents, such as on-site meal preparation or food provision and disbursement.
5. The program, where applicable, shall provide child care services and ensure that school-aged children are enrolled in school during their stay at the facility.

6. The emergency shelter provider shall have a written management plan including, as applicable, provisions for staff training, neighborhood outreach, security, screening of residents to ensure compatibility with services provided at the facility and for training, counseling, and treatment programs for residents.
7. The emergency shelter may establish written expectations of residents - behavioral, medical, and religious, etc. Expectations of residents will be available to each resident at entry to the shelter, and to the public (upon request).
8. The emergency shelter shall have infection control policies in accordance with guidelines of the Centers for Disease Control covering but not necessarily limited to HIV/AIDS, hepatitis, and tuberculosis.
9. Domestic violence shelters must maintain a record of clients and visitors at all times. Clients will have immediate twenty-four (24) hour access to shelter staff and no walk-in services will be provided at any time in the safe house itself.
10. Emergency shelters shall provide on-site management, security, and support staff at all times during shelter use.
11. Management plan: The operation shall prepare and submit a management plan that includes, as applicable, the following: established staff training program to meet the needs of facility residents; a list of services provided to assist facility residents with obtaining permanent shelter and income, and a method for screening clients for compatibility with shelter resources, and for compliance with applicable State and Federal laws prior to admittance to the facility.
12. Security Plan: Security measures shall be sufficient to protect clients and neighboring land uses. On-site management and on-site security shall be provided during the hours when the emergency shelter is in operation and at all times that the clients are present on-site. An off-site staff person shall be designated as a neighborhood liaison to respond to, and address, any questions or concerns from surrounding residents regarding facility operations.
13. Facilities shall allocate sufficient areas on site, outside of any required landscape areas, to provide the following minimal support services:
 - a. Food preparation and dining areas.
 - b. Laundry facilities.
 - c. Restrooms and showers.
 - d. Areas to secure and store client belongings.
 - e. Indoor and outdoor recreational facilities and/or open space.
 - f. A private area for providing referral services to assist shelter clients in entering programs aimed at obtaining permanent shelter and income. Referral services refers to the initial assessment of a homeless client to identify the areas in which assistance is needed, and connecting clients with appropriate off-site programs and services depending on their need.